



State of New Jersey
DEPARTMENT OF BANKING AND INSURANCE

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JAMES E MCGREEVEY
Governor

HOLLY C BAKKE
Commissioner

December 31, 2003

To: Domestic Fraternals

Re: Annual Statement

Pursuant to N.J.S.A. 17:44B-25(a) every society transacting business in this State shall file with this Department on or before **March 1** annually, a statement showing its financial condition as of and for the preceding year ending **December 31**. The annual statement must be in the NAIC-approved format and properly bound. All appropriate supplemental exhibits and schedules must be submitted by the NAIC due dates. Each company is responsible for reading Bulletin No. 00-08 and making sure that its annual statement reflects the deviations required by the differences of New Jersey Statutes and Rules from the NAIC Accounting Practices and Procedures Manual. Each company is responsible for implementing any changes required by the NAIC. The late filing **penalty** imposed by N.J.S.A. 17:44B-25(c) shall be strictly enforced.

Three complete copies of the annual statement and all supplemental exhibits and schedules shall be filed with this Department.

Manual signatures shall be required to execute the **jurat (page 1)** of the statement. Facsimile or planograph signatures will **not** be accepted.

ACTUARIAL OPINION

New Jersey requires the submission of a "**Statement of Actuarial Opinion**" setting forth an opinion relating to the policy reserves and related actuarial items contained in the annual statement. The "**Statement of Actuarial Opinion**" shall conform substantially to the form of statement set forth in N.J.A.C. 11:1-21A et seq. If an insurer is required to submit an opinion based on an asset adequacy analysis in accordance with N.J.A.C. 11:1-21A.6, then the asset adequacy analysis must be performed. Pursuant to N.J.A.C. 11:21A.1 (d), the Commissioner may require any insurer that has not performed an asset adequacy analysis to do so, if in the opinion of the Commissioner, an asset adequacy analysis is necessary. If the opinion provided is not based on an asset adequacy analysis, a disclosure is required by SSAP No. 1, paragraph 7 relating to the absence of an asset adequacy analysis required by Appendix A-822 of the Accounting Practices and Procedures Manual.

The actuarial opinion as well as supporting material, if necessary, is required to be filed March 1 with the NAIC Annual Statement Blank, and should be included with or attached to page 1 of that Blank in order to comply with N.J.S.A. 17:44B-25(a) as well as N.J.A.C. 11:1-21A et seq. and must be signed by an "appointed actuary" as defined in N.J.A.C. 11:1-21A-2. Opinions submitted by domestic insurers must have original signatures. If both a company and an independent opinion have been rendered, please submit both opinions to the Department.

STATE BUSINESS PAGE

In order for the Department of Banking and Insurance to accurately calculate assessments levied by the State, consistency between the data filed with the NAIC and with New Jersey is absolutely necessary. It is imperative that a New Jersey State Business Page be filed with the NAIC. In addition, the New Jersey State Business Page filed with the NAIC and that filed with the State of New Jersey must be one and the same and must reflect all New Jersey reporting requirements.

INVESTMENT VALUATION SUBSYSTEM (IVS)

N.J.A.C. 11:19-2 establishes the data submission requirements for all domestic insurers under the Financial Examinations Monitoring System. The IVS requirements have been updated by Bulletin No.:03-34 to CD-ROM or DVD-ROM. A copy of the bulletin is enclosed.

ANNUAL STATEMENT AMENDMENTS

Occasionally, a company determines that changes must be made which will result in amended Annual Statement data (including the State Business Page). Based on the discussion above, it is imperative that any amended Annual Statement page or pages (including the New Jersey State Business Page) be filed with the NAIC and New Jersey on a timely basis.

QUARTERLY STATEMENT FILINGS

Every domestic insurer transacting business in this State shall file with this Department quarterly, on or before **May 15, August 15, and November 15**, three copies of a statement showing its financial condition as of and for the preceding quarter. The quarterly statement must be in the NAIC-approved format. Each company is responsible for implementing any changes required by the NAIC.

BY-LAWS AMENDMENTS

Pursuant to N.J.S.A. 17:44B-11 et seq., all **amendments** to the Society's articles of incorporation, constitution or laws (by-laws) must be approved by the commissioner.

BIOGRAPHICAL AFFIDAVITS

Within forty-five (45) days of the date of an **officer's or director's appointment or election**, the company shall provide to this Department the officer's or director's biographical affidavit duly executed on the form available on our web site (URL is www.nj.gov/dobi/acrobat/ucnjbio.pdf) which can be reproduced as needed. Likewise, the company shall notify this Department within forty-five (45) days of the date of an officer's or director's death, resignation or termination.

All such notifications to this Department shall be mailed to the attention of Raymond Conover, Chief Insurance Examiner, at the address indicated above.

Holly C. Bakke
Commissioner